

## **Blanket Purchase Agreement**

A blanket purchase agreement (BPA) is a simplified method of obtaining anticipated repetitive needs for supplies or services by establishing “charge accounts” with qualified sources of supply.

BPA's are designed to reduce administrative costs in accomplishing small purchases by eliminating the need for issuing individual purchase orders.

The BPA is initiated if there is a wide variety of items in a broad class of goods (hardware, office supplies, etc.) that are generally purchased but the exact items, quantities, and delivery requirements are not known in advance and may vary considerably.

BPA's are prepared and issued on Form 3-2103. The use of a BPA does not authorize purchases that are unlawful or prohibited. Individual purchases may not exceed the simplified acquisition amount. BPA's must be approved by a warranted contracting officer. An annual anticipated spending amount must be identified on the Form 3-2103. BPA's may not exceed a single fiscal year.

The original BPA document control number is used throughout the fiscal year when processing monthly invoices for payment or issuing modifications.

**BPA's are not obligated.**

Payments to BPA vendors should only be initiated monthly.

## Blanket Purchase Order Header Screen

1. Follow steps listed in “Creating the Initial FP Document”.

2. Key the following fields:

- **VENDOR CODE** Vendor base code plus the suffix
- **TRANS TYPE** 01 (numeric)
- **DOC TOTAL** Total amount of the payment (must equal all accounting lines)
- **ACCP DATE** Date goods or services were received
- **LOG DATE** Date invoice received at field station
- **VENDOR INV#** Vendor invoice number
- **INV DATE** Date of the invoice
- **SCHED PYMT DATE** Date payment entered into FFS
- **AGENCY HEAD APPRVL** Always a “Y”

STATUS:		DOCID: FP 9 973204A906A
		BATID: SEC2:
FIELD PAYMENT HEADER INPUT SCREEN		
VENDOR CODE: 3001810679 e		TRANS TYPE: 01 DOC TOTAL: 1208.50
ACCP DATE: 11 14 2003		LOG DATE: 11 16 2003
VEND INV#: 5678901234		INV DATE: 11 10 2003
REF DOC#:	INT REASON:	DISC LOST REASON:
COMMENTS TO PRINT:		SCHEDULE CAT:
SCHED PYMT DATE: 12 16 2003	AGENCY HEAD APPRVL: y	PROMPT PAY TYP:
DESCR:	BFY:	ACTION:
DISCOUNT %:	/ AMOUNT:	DAYS:
DISCOUNT %:	/ AMOUNT:	DAYS:
DISCOUNT %:	/ AMOUNT:	DAYS:
NAME:		
ADDRESS1:		
2:		
3:		
4:		

3. “ENTER” to go to the Line Screen.

## Blanket Purchase Order Line Screen

1. Key the following fields:

- **LN** 3 digit sequential number beginning with 001 [one line exists for each accounting cost structure]
- **AMT** Amount to be paid from the accounting cost structure, total of all lines amounts must equal Doc Total on the Header Screen
- **BUDGET ORG** Charging organization
- **JOB #** 4 digit subactivity (program) plus the 4 digit project number; use 0000 if no project number is identified
- **BOC** Budget object class
- **BFY** Current budget fiscal year
- **DESC** Optional field-key information for field purposes

STATUS:		DOCID: FP 9 973204A906A	BATID:		SEC2:	000-000 OF 000	
01-							
<b>LN:</b>	<b>001</b>	REF DOC:	REFLN:	<b>AMT:</b>	<b>1000.00</b>	P/F:	
<b>BUDGET ORG:</b>	<b>97320</b>		<b>JOB #:</b>	<b>16610044</b>	<b>BOC:</b>	<b>251a</b>	I/D:
<b>BFY:</b>	<b>2004</b>	FUND:	ACCP DATE:		LOG DATE:		
INT REAS:	INV#:		INV DATE:		LIN TYPE:		
DISC LOST REAS:			<b>DESC:</b>	<b>BPA for challenge course</b>			
OUTST OBLIG:			TT:				
02-							
<b>LN:</b>	<b>002</b>	REF DOC:	REFLN:	<b>AMT:</b>	<b>208.50</b>	P/F:	
<b>BUDGET ORG:</b>	<b>97320</b>		<b>JOB #:</b>	<b>16610044</b>	<b>BOC:</b>	<b>252r</b>	I/D:
<b>BFY:</b>	<b>2004</b>	FUND:	ACCP DATE:		LOG DATE:		
INT REAS:	INV#:		INV DATE:		LIN TYPE:		
DISC LOST REAS:			DESC:				
OUTST OBLIG:			TT:				

2. "ENTER" if more lines are needed.

3. Press the "HOME" key to return to the Command Line and key a "Q" to do a quick edit.

4. If the status line displays:

- REJECT (any dollar amount) correct errors and then do another quick edit
- PEND1 (over \$500.01) mail complete original documentation to approving official to process payment
- SCHED (under \$500.01) the next day, verify document shows ACCPT in SUSF. At month end, mail all payments sorted by DCN with a cover memo to approving official for filing purposes.
- HELD (under \$500.01) mail complete original documentation to approving official to process the payment.

5. Keep a copy for your files